

# **READVERTISEMENT**

**\*Please see addition of a Training Assignment & update to transcripts**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**September 26, 2007**

**5 Page Document**

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<b>TITLE:</b>	Child Protection Specialist
<b>POSITION:</b>	03732
<b>LOCATION:</b>	Child & Family Services Division, Havre
<b>STATUS:</b>	<b>Part-Time/Permanent (20 hrs/wk)</b>
<b>UNION:</b>	MPEA
<b>PAY PLAN/BAND:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$15.46 hourly is entry level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 11, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position is part-time, working 20 hours per week.

A resume is required at time of application.

References in the community, such as providers and previous employers, will be contacted as part of the reference process.

If another vacancy occurs in this job classification and location within three months of the closing date of this announcement, the same applicant pool may be used for selection. This position will serve a one-year probation period.

**Applicant must have a valid drivers license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form.** May sometimes be on call 24 hours a day to provide services in emergency situations. Regular shifts may include nights and weekends.

**TRAINING ASSIGNMENT:** A training assignment of not more than one year may be considered for applicants who possess a human

services related Bachelor's degree but short the required experience. Salary during the training assignment will depend on qualifications and internal equity.

**CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:**

All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

**TYPICAL DUTIES:** The successful applicant will perform professional social work in providing protective services to children who are being abused, exploited, or neglected. This position performs work in Hill County. This position investigates referrals, counsels, develops treatment plans, coordinates work with other programs, and researches other available services. These cases are likely to involve legal action, thus there would be time spent working with law enforcement, county attorneys and the courts. On-call crisis intervention, and information and referral are also routine to this position. Must have a valid driver's license and access to a vehicle, as travel is required.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the principles and practices of social work; human growth and development; patterns of behavior; state and federal laws relating to child welfare; and community resources is required.

Skills: Skill in establishing community relations and public relations; evaluating the success or failure of plans for intervention; communicating effectively; and working well with employees, other agencies, and the public.

Abilities: Ability to diagnose severe problems in social functioning; develop and implement plans with individuals experiencing severe problems in social functioning such as physical abuse cases, mental illness, and sexual abuse; identify clients' needs not being met through existing community investigations of abuse, neglect, and exploitation. Demonstrated ability in treatment intervention and testifying effectively in court is needed.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in Social Work OR Bachelor's degree in a related human services field AND one year related human service experience.

Internship with Child Protective Services will be counted as direct experience (6 months will be equivalent to one year of experience). In order to receive credit for the internship applicant must have a letter of recommendation from the Child and Family Services Division Supervisor/Manager. (Please include with application materials).

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev. 5-03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 of PHHS Certification of Disability form;
3. Photocopy of transcripts (If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604); OR if unforeseen circumstances arise, transcripts may be brought to the interview;
4. Resume is due at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits include a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire**, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable

accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Child Protection Specialist  
Position #: 03732  
Location: Child & Family Services Division, Havre

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe any experience you have had providing services to children who are being abused, exploited or neglected.
2. Describe any experience you have had with crisis intervention and case management.